

## **Genetic Test Order procedures to all of the CPS workers**

### **CHILD Please refer to #2, #8 and #9**

Please call Brian at 414-257-5422 or email Brian.Neu@wicourts.gov to schedule an appointment. Please provide the following information:

- case number (if you have it)
- child's name and DOB
- alleged father's name and DOB.

Typical appointment times are Mon. - Fri. 8:30 am - 11:30 am and 1:00 pm - 4:30 pm in Room 1630 at Children's Court (next to the Record's Center).

The reason we prefer an appointment for the child is to make sure I (or someone else) am here to perform the collection. Also, I can fill out the paperwork ahead of time and if I need to find the Order I can do that before the appointment; that way it only takes a few minutes to complete the collection.

Technically, per the DDC Lab Chain of Custody, a CPS worker is supposed to accompany the child to verify the identity of the child in question. If someone else brings in the child, we have no idea who the child is or the person bringing in the child.

If the child is located out of the area or in the hospital, please contact Brian to have him schedule to have the child collected either at a location nearest the child's address or in the hospital. Please provide the following information:

- case number (if you have it)
- child's name and DOB
- child's address
- alleged father's name and DOB
- If the child is in the hospital please include the name and address of the hospital and the name and phone number of the contact person at the hospital

### **ALLEGED FATHER Please refer to #4, #6 and #7**

The alleged father needs to have a copy of the Genetic Test Order and a photo ID and one of the Sheriff's Deputies at Children's Court can collect his sample. If he does not have a copy of the Order, he can stop at Room 1630 to get a copy and we can call to have a Sheriff's Deputy collect his sample.

If the alleged father is incarcerated at the Milwaukee County Jail (Criminal Justice Facility - CJF) or the Milwaukee County House of Correction, please contact Brian to arrange the collection at the facility. Or the caseworker can contact the testing agency at 414-223-1272 and fax a copy of the Order to 414-223-1861, to arrange genetic collection at the facility.

If the alleged father is incarcerated at any other Correctional Facility or if he lives out of the county or state, please contact Brian to have him schedule to have the alleged father collected. Please provide the following information:

- case number (if you have it)
- child's name and DOB
- alleged father's name and DOB
- If the alleged father lives out of the area please include alleged father's address
- If the alleged father is incarcerated please include alleged father's inmate #, Correctional Facility name, address, and phone number

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## GENETIC TEST ORDER

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1. Milwaukee County's designated agency is appointed to perform genetic testing in this action upon the persons of \_\_\_\_\_ (alleged father) D.O.B. \_\_\_\_\_ and \_\_\_\_\_ (child) to establish paternity. Milwaukee County is ordered to pay all necessary and reasonable costs associated with this testing.
2. The Bureau of Milwaukee Child Welfare (BMCW) caseworker for the child shall make an appointment at one of the collection sites and bring a copy of this Order.
  - a. Milwaukee County Children's Court located at 10201 Watertown Plank Rd., phone 414-257-5422, fax 414-454-4411.
  - b. Milwaukee County Courthouse located at 901 N. 9<sup>th</sup> St., Room 100, phone 414-223-1272, fax 414-223-1861.
3. The alleged father is to appear at the designated time and testing location.
4. The alleged father shall bring to the collection site two forms of identification (one being a photo ID) along with a copy of this Order.
5. The alleged father is hereby notified that failure to appear for this test may result in a default finding in the CHIPS or TPR action.
6. If the alleged father is incarcerated at the Milwaukee County Criminal Justice Facility or the Milwaukee County House of Correction, the caseworker shall contact the testing agency at 414-223-1272, or fax a copy of the Order to 414-223-1861, to arrange genetic testing at the facility.
7. If the alleged father is incarcerated at any other Correctional Facility or if he lives out of the county or state, the caseworker shall call 414-257-5422 to help coordinate the collection. The caseworker will need a copy of this Order, inmate #, Correctional Facility name, address, and phone number.
8. The caseworker shall be present for the genetic sample collection of the child and is responsible for transporting or organizing transportation for the child. The caseworker is responsible for performing any other tasks necessary to timely implement this Order.
9. Testing shall be scheduled within 10 days of the signing of this Order.